



Health & Safety Policy

1st January 2020

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Health & Safety Policy Statement

Our Statement of General Policy is:

1. So far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteer leaders, casual labour and volunteer helpers. To provide such information, training and supervision as required to enable these people to undertake their roles safely
2. We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the Riverside Centre, attend any services or any other activity organised by the Church
3. We will ensure equipment owned or used in Church activities is maintained in accordance with current legislation and manufacturer's instructions
4. The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in the arrangements section
5. This policy will be reviewed as a minimum, annually or due to any changes in circumstances

Signed:

Steve Wendels
(Senior Pastor)

Ursula Oxley
(Church Operations Manager)

Organisation

1. Trustees

The trustees will ensure that Riverside Church Southwell (the Organisation) will be aware of and comply with all relevant health & safety legislation and associated safe working procedures

2. Senior Pastor

The Senior Pastor has overall responsibility for day to day health and safety within Riverside Church and will ensure that:

- The health & safety policy is reviewed annually, or whenever circumstances dictate to ensure its continued effectiveness
- Adequate resources required for implementing this policy effectively (i.e. time, money and personnel) are made available
- 'Competent' advice is provided to advise on all aspects relating to health & safety
- The Organisation is aware of and adheres to all relevant current health & safety legislation and associated safe working procedures
- Church pastors, volunteer leaders and other volunteer staff receive suitable and sufficient information, training and instruction to enable them to undertake their duties in a safe manner

3. Church Operations Manager

The Church Operations Manager is the Organisation's appointed person for health & safety. With practical support from the Health & Safety Advisor, the Administrator will:

- Report to the Senior Pastor on all matters relating to health & safety
- Implement a safety management system to cover all aspects of the Organisation's activities
- Maintain and review a risk register for all significant activities undertaken by the Organisation
- Ensure that Church pastors, volunteer leaders, contractors and other volunteer staff are made fully aware of the Organisation's safe working procedures and their individual health & safety responsibilities

- Arrange and maintain safe systems of work for all activities undertaken by the Organisation
- Immediately report to the Senior Pastor any issue or situation that presents a significant risk to staff, volunteers or members of the general public
- Identify and communicate first aid facilities and procedures
- Develop and monitor a suitable maintenance plan to ensure that all vehicles and equipment is inspected and maintained in accordance with current legislation and manufacturer's instructions
- Will review, and if necessary, arrange an investigation of any reported accidents or incidents

4. Volunteer Pastors and Leaders

Volunteers play a vital role in the management and development of the Church. Volunteer pastors and leaders have responsibility for ensuring that:

- They co-operate fully with all matters relating to health & safety
- The procedures documented in the health & safety policy and other safety management documentation is carried out within their areas of responsibility
- When equipment is used, all safety devices are fitted, properly adjusted and used correctly
- Identified safe working procedures are implemented in all activities
- Immediately stop and report any operation where there is a significant risk of harm to themselves, other volunteers, members of the wider Church community or the general public

5. Health & Safety Advisor

The Health & Safety Advisor is the 'competent person' as identified in the Management of Health and Safety at Work Regulations and will ensure that:

- The Organisation is informed of all relevant current health & safety legislation and any future changes as they occur
- Practical help is provided to develop and maintain the Organisation's health & safety management system
- Suitable liaison is maintained with the Organisation's insurers and the regulatory health & safety body whenever required

- Accidents and incidents are investigated as required by the Church Operations Manager

Arrangements

1. The Management of Health & Safety at Work Regulations

1.1

The appointed person under these regulations is the Operations Manager with the Health & Safety Advisor acting as the 'competent person'

1.2

A risk register is maintained for all significant activities. Risk assessments are undertaken by the Safety Advisor. The information from these assessments is implemented and communicated by the Church Operations Manager

2. Workplace (Health, Safety and Welfare) Regulations

2.1

The Senior Pastor maintains the workplace facility at the Riverside Centre. All requirements of these regulations are fully implemented into the office, kitchen and meeting rooms

2.2

Sunday services are held at the Minster School. The School management ensures that the requirements of these regulations are met

3. Regulatory Reform (Fire Safety) Order

Riverside Centre

3.1

A fire risk assessment is to be updated for the Riverside Centre. A previous fire risk assessment has indicated the maximum capacity in the Centre. This is managed by the Senior Pastor and the Operations Manager

3.2

An electronic smoke-initiated fire alarm is installed along with a manual rotating fire bell which is located adjacent to the main door, all users of the Centre are advised of the alarm procedure and associated fire exit routes. All fire doors are to be unlocked whenever the building is in use

3.3

The Riverside Centre is subject to a regular fixed electrical system inspection every 5 years. A PAT testing schedule has been implemented for all portable electrical appliances

The Minster School

3.4

The Minster School has implemented a full system of fire prevention and emergency escape procedures. These procedures have been communicated to the Senior leaders of Riverside Church

3.5

The Senior Pastor, senior leaders and Church Operations Manager will ensure that all fire doors and escape routes are kept clear and be available at all times

Other Venues

3.5

Where activities are undertaken at other venues, the leader/s responsible for the event will obtain all information relating to the fire prevention and evacuation procedures. These will be communicated to all attendees

4. Provision and Use of Work Equipment Regulations

4.1

The Senior Pastor will ensure that any equipment owned or hired by the Organisation will be inspected and maintained in accordance with current legislation and manufacturer's guidance

5. Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

5.1

The Church Operations Manager will ensure that any reported accidents or incidents are entered in the accident book and reviewed. If necessary, a full investigation will be undertaken by the Safety Advisor in conjunction with the staff/volunteers involved

5.2

The Safety Advisor will report to the Organisation's insurers or the regulatory authority in accordance with the RIDDOR Regulations as required

6. First Aid at Work Regulations

6.1

First aid facilities are available at the Riverside Centre and the Minster School. The Church Operations Manager will ensure that the first aid boxes at the Riverside Centre and at the Minster School are checked and maintained

6.2

The Church Operations Manager will ensure that suitably trained first aiders are available during the main Sunday services

6.3

The nominated event organiser will ensure that suitable first aiders and first aid kits are made available during specific event activities away from the Riverside Centre or Minster School

7. Electricity at Work Regulations

7.1

Fixed electrical testing will be undertaken at the Riverside Centre every 5 years

7.2

PAT testing is undertaken on all portable electrical equipment used in accordance with the Organisation's PAT schedule. This includes equipment privately owned that is used for the Organisation's activities

8. Working at Height Regulations

8.1

The Organisation will adopt the following policy when assessing working at height requirements:

- Avoid working at height wherever practical
- If working at height cannot be avoided, take suitable and sufficient measures to stop people falling a distance likely to cause injury
- Where the control measures cannot eliminate the risk of a fall occurring, provide equipment to minimise the distances and consequences of a fall

8.2

Staff and volunteers will receive training wherever working at height cannot be avoided

9. Manual Handling Operations

9.1

The Organisation is committed to eliminate manual handling wherever possible

9.2

Where possible, lifting aids will be provided to reduce manual handling activities

9.3

Staff and volunteers involved in manual handling will receive appropriate training

10. Control of Noise at Work Regulations

10.1

The only significant activity that may approach the first or second action noise levels as defined by the Regulations is the playing of music by the worship band. This will be confirmed by a noise survey

11. Workplace Transport

11.1

Only staff and volunteers who hold the appropriate driving license and have been accepted by the Organisation's insurers are authorised to drive on Church business

12. Control of Substances Hazardous to Health Regulations (COSHH)

12.1

At present, there are no hazardous substances identified in use by the Organisation. If circumstances change, the Safety Advisor will undertake a suitable COSHH assessment in accordance with the regulations

13. Health and Safety (Display Screen Equipment) Regulations

13.1

Staff who are classed as 'users' of display screen equipment under the regulations will be assessed to ensure that workstations are suitably set up in accordance with guidance issued

14. Health & Safety (Information for Employees) Regulations

14.1

The Organisation complies with these regulations by displaying a copy of the approved poster at the Riverside Centre

15. Control of Asbestos Regulations

15.1

Asbestos survey is to be undertaken at the Riverside Centre to ensure no asbestos containing materials (ACM) are present in the building. The Minster School was constructed after 2000

16. Health and Safety (Consultation with Employees) Regulations

16.1

The Organisation ensures that suitable consultation is maintained through the following:

- Trustee meetings
- Senior leader's meetings
- Community & ministry team leader meetings
- General meetings
- Email and verbal communication available for all Church members

17. Food Safety

17.1

The Organisation is involved in providing meals and snacks at various events including social events, Alpha courses and other course meals

17.2

The kitchen facilities at the Riverside Centre are inspected by the local authority

17.3

The Church Operations Manager maintains a food diary for all events organised by the Organisation

18. Safety Advisors

18.1

The Organisation retains GD Associates (Nottingham) Ltd to assist and advise in all aspects of health & safety